

FRESNO, CALIFORNIA

CLASS SPECIFICATION

AIRPORT PUBLIC SAFETY SUPERVISOR

FLSA STATUS:

Exempt

CLASS SUMMARY:

The Airport Public Safety Supervisor is the first level in a two level Airport Public Safety series. Incumbents are responsible for supervising and participating in airport operations and public safety functions specific to the Airport Department which include police, aircraft rescue firefighting, civil aviation security, and other airport operations duties.

The Airport Public Safety Supervisor is distinguished from the Airport Public Safety Manager, which is responsible for managing the full scope of public safety operations and civil aviation security functions for the Airport Department.

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TYPICAL CLASS ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)

FRE- QUENCY

1. Supervises a detail of Police Officers and civilian staff including prioritizing and assigning work; conducting performance evaluations; ensuring staff are trained and follow policies and procedures; maintaining a healthy and safe working environment; and, making hiring, termination, and disciplinary recommendations.

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2. Supervises the day-to-day operations and activities of airport public safety operations including assisting in planning, coordinating, administering, evaluating and directing projects, processes, procedures, systems, and standards; developing and coordinating work plans; participating in the development of goals and objectives; and, ensuring compliance with applicable Federal, State, and local laws, regulations, codes, and/or standards.

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3. Supervises the maintenance and operation of firefighting equipment, apparatus, and facilities. Directs fire apparatus and police units to incidents.

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4. Supervises the operation of the airport communication center, access control and CCTV systems.

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5. Create and maintain work schedules. Prepare and review reports for subordinates, superiors and other allied agencies. Assists in the review and maintenance of various records, logs, journals, budget requests, supply requisitions, incident reports, aviation security reporting forms and watch activity logs.

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6. Developing and facilitating fire prevention and aviation security training programs, including field drills, classroom instruction, and meetings.

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7.	Serves as the Airport Public Safety Manager <u>in</u> his/her absence.	As required	Deleted: in Deleted: . Formatted Table Deleted: Occasion-ally¶ 5%¶ Formatted: Left Formatted: Centered Deleted: -----Page Break-----
8.	Serves at the incident commander of the initial response to airport emergencies.	As required	Deleted: 8. Deleted: May escort planes and other ground traffic to proper parking assignments. Deleted: Occasion-ally¶ 5% Deleted: Occasion-ally¶ 5% Formatted Table Formatted: Left
TYPICAL CLASS ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)		FRE-QUENCY	
8.	Serves as an alternate Airport Security Coordinator.	As required	
9.	May be assigned to other duties for training purposes or to meet technological changes or emergencies.	As required	
10.	Performs other duties of a similar nature or level.	As Required	
11.	May escort planes and other ground traffic to proper parking assignments during inclement weather and decreased visibility conditions.	As required	
12.	Serves as the point of contact for all airport related incidents after normal business hours, weekend and holidays.	As required	
Training and Experience (positions in this class typically require):			Deleted: Two years of experience equivalent as an Airport Public Safety Officer or equivalent to a City Police Officer or Firefighter with airport experience is required; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.
<ul style="list-style-type: none"> Two years of experience as an airport law enforcement officer or Aircraft Rescue Firefighter (ARFF). 			
Licensing Requirements (positions in this class typically require):			
<ul style="list-style-type: none"> Possession of a Basic Certificate issued by the California Commission of Peace Officer Standards and Training (POST). Basic Class C License Commercial Class B License without airbrake restriction with Tank endorsement with six months of appointment Successful completion of a Federal Aviation Administration (FAA) 10 year employment history verification, which may include a criminal history records check Fire Control V course successfully completed One or more licenses or certifications related to the specific technical discipline may be required, preferred, or desired 			

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Knowledge (position requirements at entry):

Knowledge of:

- Principles, practices and techniques of organization, administration, supervision and training;
- Fire suppression, prevention and investigative methods and techniques as applied to aircraft and aircraft-related operations and emergencies;
- Firefighting apparatus and equipment operations and maintenance principles and practices
- Firearms care and use practices;
- Methods and techniques associated with patrolling and safeguarding the Airport, Airport users and their property;
- Applicable Federal, State and Local laws, codes, ordinances, policies, procedures, rules and regulations;
- Public safety principles, theories and practices;
- Modern Police and Civil Aviation Security methods, principles, theories, practices and procedures;
- Applicable Federal, State and Local laws, codes, ordinances, policies, procedures, rules and regulations;
- Operational principles of electronic access control and CCTV systems;

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Skills (position requirements at entry):

Skill in:

- Monitoring and evaluating the work of subordinate staff
- Prioritize and assigning work; detail oriented and ability to multi-task*
- Training employees in proper work methods
- Using computers and applicable software applications
- Analyzing and responding to a variety of emergency situations
- Developing and facilitating training programs
- Prepare and proofread clear, concise, and comprehensive reports, records, and other written documents
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, business, organizations, elected and appointed officials, media, etc. sufficient to exchange or convey information, give/receive work direction
- Dealing diplomatically and effectively with public officials, fellow employees and the public

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Physical Requirements:

Positions in this class typically require: feeling, finger dexterity, grasping, hearing, repetitive motions, seeing, talking, bending, kneeling, lifting, reaching, standing, stooping, walking, balancing, climbing, crawling, crouching, pulling and pushing.

Very Heavy Work: Exerting up to 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.

Incumbents may be subjected to moving mechanical parts, electrical hazards, vibrations, fumes, odors, dusts, poor ventilation, adverse weather conditions, environmental hazards, gasses, chemicals, oils, work space restrictions, inadequate lighting, intense noises and travel.

Note:

The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

Classification History:

Draft prepared by Fox Lawson & Associates (LM)
Date: 11/2007